



User Management

GSAfleet.gov User Guide

Updated March 31, 2023

Table of Contents

Introduction.....	3
User Management	4
Locating the Admin Console	4
Manage User Access.....	4
Assigning User Roles.....	7

Introduction

What is GSAFleet.gov

The General Service Administration Office of Fleet Management's (GSA Fleet) mission is to provide safe, reliable, low-cost vehicle solutions that assist federal agencies in effectively and efficiently meeting their mission and federal mandates. GSA Fleet manages mandatory Government-wide vehicle acquisition programs, provides Federal agencies full-service vehicle leases, and offers short-term vehicle rentals. GSA Fleet users currently use 19 disparate system applications to meet this mission. GSAFleet.gov consolidates those 19 systems into a single integrated system enabling value-added fleet management services through enhanced automation provided to agencies as service offerings to improve their fleet management. GSA Fleet's modernization will allow agencies across the government to reap the benefits of the resulting solution and enhance a widely leveraged shared service.

Creating an Account and Logging In

Please see the Account Creation user guide located on the GSAFleet.gov homepage in order to learn more

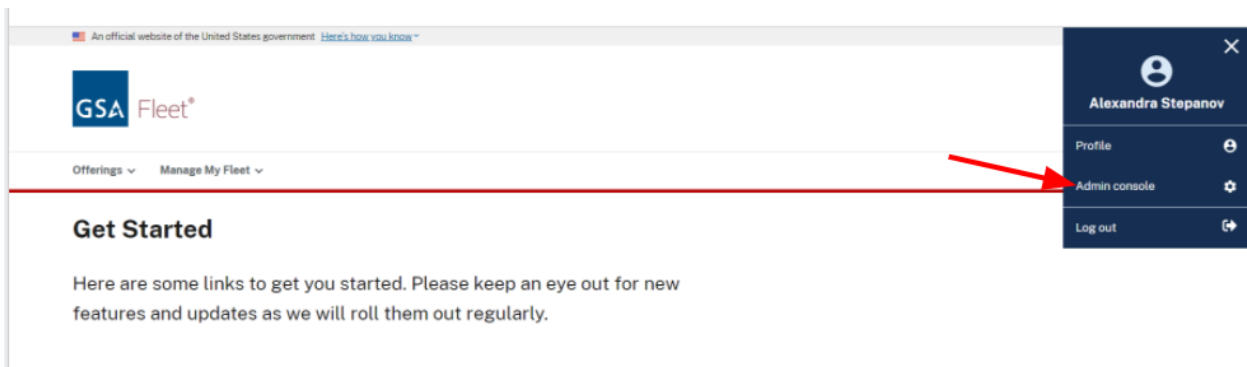
User Management

GSAFleet.gov is being developed iteratively. This document outlines the instructions for individuals with a Customer Administrator Role. This role allows Headquarters-level Agency Fleet Managers (or their designee(s)) the ability to approve, reject, and assign roles for users registered to their agency.

Locating the Admin Console

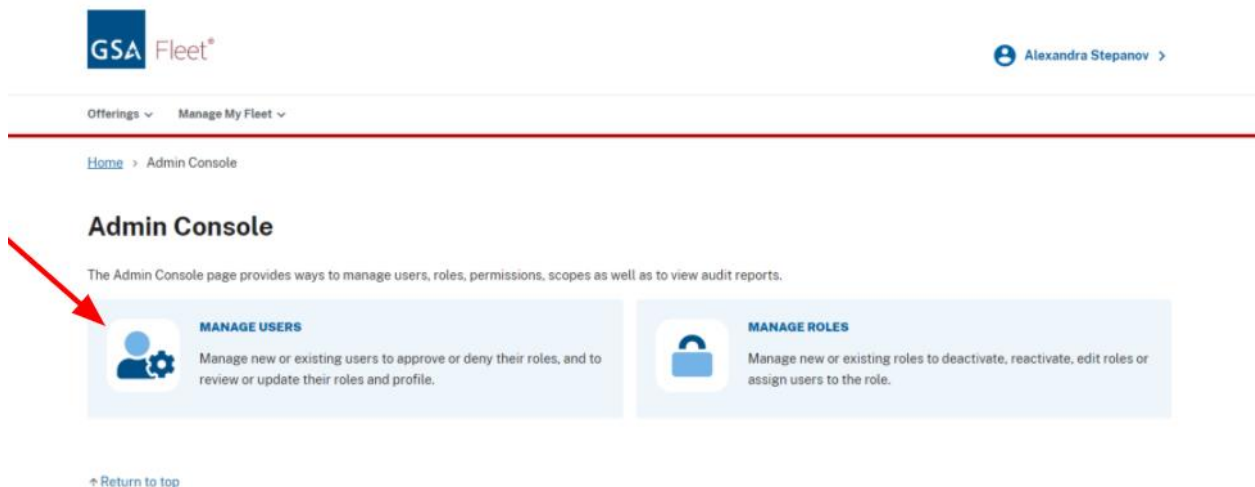
Step 1: Log in to your account.

Step 2: Click on your name at the top right corner and select Admin Console from the drop down menu.



Manage User Access

Step 1: Select "Manage Users" from the Admin Console page.



User Management

Step 2: You will then be taken to the Users page, which will list all of the users that have listed your agency or bureau (depending on your permissions to approve which level of accounts) as their workplace. In order to see the users that need to be approved and/or roles assigned you will need to fuse the left hand filter to select the pending approval user status.

Below are a description of all the user status that your employees can be assigned to:

- **Active:** This is a user who has been approved access to GSAFleet.gov by their customer administrator or a site administrator, and may or may not have an assigned role.
- **Pending Approval:** This is a user who has completed their user profile and requires approval from a customer administrator or a site administrator in order to gain full access to GSAFleet.gov
- **Pending Profile:** This is a user who had a previous account in a GSA Fleet system but has not filled out their updated profile information in GSAFleet.gov. These users will not have to create a new OKTA account for multi factor authentication
- **Deactivated:** This is a user who has not logged into GSAFleet.gov for the last 18 months and requires a reactivation of their profile by a customer administrator or a site administrator.
- **Deleted:** This is a user who has been deleted from the system.
- **Denied:** This is a user account who was denied access to the system due to not meeting the requirements.

FILTERS [× Reset All](#)

1 filter applied +

Email —

Role name —

User status —

☐ Active

☐ Deactivated

☐ Deleted

☐ Denied

☐ Inactive

☒ Pending Approval

☐ Pending Profile

☐ Pending Reactivation

User type —

GSA Fleet®

Alexandra Stepanov >

Offerings Manage My Fleet

Home Admin Console Users

Users

The Users page stores a list of GSAFleet.gov user profile information including their name, user status, user types, roles, registration date and last logged in date.

FILTERS

Current selection: 0

Recertify user(s)

0 filters applied +	<input type="checkbox"/>	First name	Last name	User status	User type	Recertification status	Actions
Email —	<input type="checkbox"/>			Pending Profile	GSA Employee	-	...
<input type="text" value="Enter email"/>							
Role name —	<input type="checkbox"/>			Pending	GSA	-	...
<input type="text" value="-Select-"/>							

User Management

Step 3: Click on the three dots under the Actions column for the individual profile you would like to approve or deny. Then click View Profile.

The screenshot shows a user management interface. On the left, there is a 'FILTERS' sidebar with a 'Reset All' link. The filters include: 'Email' (with an input field), 'Role name' (with a dropdown), and 'User status' (with a list of checkboxes: Active, Deactivated, Deleted, Denied, Inactive, Pending Approval (checked), Pending Profile, and Pending Reactivation). The main table has columns: First name, Last name, User status, User type, Recertification status, and Actions. A red arrow points to the 'View profile' button in the Actions column of the first row.

	First name	Last name	User status	User type	Recertification status	Actions
<input type="checkbox"/>	User	Name	Pending Approval	Customer	-	View profile Recertify
<input type="checkbox"/>	User	Name	Pending Approval	Customer	-	
<input type="checkbox"/>	User	Name	Pending Approval	Customer	-	
<input type="checkbox"/>	User	Name	Pending Approval	Customer	-	
<input type="checkbox"/>	User	Name	Pending Approval	Customer	-	

Step 4: Select either the “Approve access” or “Deny access” buttons.

The screenshot shows the 'User's Name' profile page. At the top, there is a GSA Fleet logo and a user profile for Alexandra Stepanov. Below the header, there is a breadcrumb trail: Home > Admin Console > Users > User's Name. The main section shows 'User's Name' with a 'Pending Approval' status. There are two buttons: 'Deny access' (red) and 'Approve access' (blue). A red arrow points to the 'Approve access' button. Below the buttons, there is a section for 'PERSONAL INFORMATION' and 'ASSIGNED ROLES'. The 'PERSONAL INFORMATION' section includes fields for Name, Email address, User type, and Non-federal employee working under contract. The 'ASSIGNED ROLES' section shows a message: 'User must be active in order to assign roles'.

Registration date: 2/25/2021 Last logged in date: Last status updated date: 3/22/2022 Last status updated by: User's Name

PERSONAL INFORMATION

Name	User's Name
Email address	User's Email Address
User type	Customer
Non-federal employee working under contract	No

ASSIGNED ROLES

User must be active in order to assign roles

User Management

Step 5: You will see a banner message after approving that will confirm the approval has gone through successfully.

[Home](#) > [Admin Console](#) > [Users](#) > User's Name

User access has been successfully **approved**. Please assign the user appropriate roles.

User's Name

● Active

Edit user status

Edit user profile

Registration date: 2/25/2021

Last logged in date:

Last status updated date: 4/4/2022

Last status updated by: Alexandra Stepanov

Assigning User Roles

Step 1: Your next step will be to assign a role to the newly approved user. Without selecting a role, a user will not have access to any data in the system.

Select the +Assign Role button that will only appear after a user is approved.

[Home](#) > [Admin Console](#) > [Users](#) > User's Name

User access has been successfully **approved**. Please assign the user appropriate roles.

User's Name

● Active

Edit user status

Edit user profile

Registration date: 2/25/2021

Last logged in date:

Last status updated date: 4/4/2022

Last status updated by: Alexandra Stepanov

PERSONAL INFORMATION

Name	User's Name
Email address	User's Email Address
User type	Customer
Non-federal employee working under contract	No

ASSIGNED ROLES

Role name	Scope	Actions
No roles assigned yet		

+ Assign role

User Management

Step 2: Once you click +Assign Role, a smaller pop-up window will open on the same page and ask you to choose a role, agency, bureau, and office from drop-down menus for each one. Each field will appear after the last has been selected. The role that you can assigned a user are the following:

- a. **Customer Fleet Manager:** They have the capability to view, edit, vehicle data, print off a vehicle ID card, update LP orders, submit LP records for destruction for the Agency, Bureau and Office they are assigned.
- b. **Fleet Card Replacement Admin:** They have the capability to manage the ordering of replacement GSA leased fleet cards.
 - i. **Note: Ensure that you have not scoped a Fleet Card Replacement Admin down to Office level during the account creation process. Fleet-leased vehicles are not assigned at that level.**
- c. **Motor Pool Dispatcher:** They have the capability to create and manage motor pools within their agency as well as create and manage reservations within those motor pools
- d. **Motor Pool Driver:** They have the capability to create and manage their own reservations within their agency's motor pools.

Step 3: You will then be able to select the appropriate agency, bureau, and office for that specific user via the drop down menus. Then click the Save Change button.

Assign new role for User's Name ✕

Required fields are marked with an asterisk (*).

Role *
Customer Fleet Manager

Agency *
Insert Agency


Bureau
Insert Bureau

Office
Insert Office

[Cancel](#) [Save change](#)

User Management

Step 4: You have now successfully approved and assigned a user! A confirmation banner will display at the top.



Alexandra Stepanov >

Offerings ▾ Manage My Fleet ▾

Home > Admin Console > Users > User's Name

✔ User Name is successfully assigned as a **Customer Fleet Manager** at Assigned agency/bureau/office

X

User's Name

● Active

Edit user status

Edit user profile

Registration date: 2/25/2021

Last logged in date:

Last status updated date: 4/4/2022

Last status updated by: Alexandra Stepanov

PERSONAL INFORMATION

Name

User's Name

Email address

User's Email Address

User type

Customer

Non-federal employee working under contract

No

ASSIGNED ROLES

+ Assign role

	Role name	Scope	Actions
>	Customer Fleet Manager	Assigned agency/bureau/office	...